

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** RESEARCH ANALYST

**LOCATION:** San Francisco

**JOB REQUISITION:** 2667

### OVERVIEW

The Research Analyst position, in the Office of Court Research, with the Executive Office Programs Division, will work on a wide range of projects including studies of workload, the development of performance measures, data improvement, jury management, the utilization of court interpreters, and drug-court evaluation. In consultation with subject matter experts, analysts are expected to design research strategies, develop questionnaires and surveys, manage and evaluate projects.

### DEPARTMENT MARKETING

The Office of Court Research (OCR) is part of the Executive Office Programs division in the AOC. The OCR is a multi-disciplinary team of analysts devoted to providing research and analysis to inform the policy-making body and improve the administration of justice. The OCR conducts research, analysis and program evaluation on behalf of the Executive Office of the AOC, advisory committees of the Judicial Council and provides research support to other divisions within the AOC.

In addition to its role as an internal consultant for judicial branch research, the OCR conducts studies mandated by the California state legislature and engages in independent, grant-funded research. Research analysts in the OCR are encouraged to participate in academic and policy related organizations that link their work to national and international communities of practice on public policy and judicial administration.

### RESPONSIBILITIES

Under general supervision, Research Analysts conduct:

- *Research Design* - This involves meeting with subject-matter experts to learn about policy questions currently under consideration and develop research strategies to address these questions. Research design requires creativity in constructing surveys to collect primary data and/or identifying existing data sources that can guide policy. Understanding the strengths and weaknesses of different methodologies and working within tight timeframes is critical;
- *Data Collection and Data Management* - This includes conducting data collection via different qualitative and quantitative modes; providing training for court staff in data collection requirements, developing analysis plans, designing and managing specified databases, and establishing data quality control practices and procedures;
- *Collaboration in the Development of Research* - This involves working collaboratively with other analysts as well as subject-matter experts in all phases of research and requires the flexibility to adapt research strategies to take into account data limitations and time constraints; and
- *Project Implementation* - This includes drafting reports, memos summarizing findings or progress toward completion of projects, and newsletter articles on research projects; giving oral

presentations to a wide range of audiences; responding to questions; and providing available information and statistical data to management, staff, other governmental agencies, and the public.

## **QUALIFICATIONS**

### **MINIMUM EDUCATION AND EXPERIENCE**

This position requires equivalent to possession of a bachelor's degree, preferably with major course work in social science, statistics, mathematics, or public/business administration with a concentration in research methods. Additionally, three years of professional analytical experience in conducting research and planning projects.

(Additional relevant experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of experience.)

OR

Two years as a Staff Analyst with the judicial branch.

### **DESIRABLE QUALIFICATIONS**

The ideal candidate is a generalist who combines strong analytic skills (including knowledge of the basics of both quantitative and qualitative research) with project management experience. Specific desirable qualifications include:

- Experience working collaboratively in large-scale research projects;
- Experience in a range of data collection methods, quantitative and qualitative program evaluation methods, survey research methodology, statistical methods for survey data analysis, and research consultation;
- Demonstrated skills using statistical analysis software (including Excel, Stata or SPSS);
- Familiarity with legal and/or court policies and procedures; and
- The ability to communicate effectively in writing as well as in oral presentations to small and large groups.

### **HOW TO APPLY**

To ensure earliest consideration of your application, please apply immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Statistics/Research", and search for Job Req-2667, Research Analyst. This position requires the submission of our official application and response to the supplemental questions.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3660  
415-865-4272 Telecommunications Device for the Deaf

### **PAY AND BENEFITS**

SALARY RANGE: \$5,325 - \$6,471 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program

- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**A supplemental questionnaire follows this announcement.**

**Supplemental Questionnaire  
for  
Research Analyst (Job Req # 2667)**

This supplemental questionnaire must be completed and returned with your application in order for your application to be considered for review. This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications. Your response should not exceed two pages in total.

1. Below is a list of research activities that are commonly performed by OCR researchers. Applicants need not be proficient in all of these areas. Please provide pertinent detail about your skills and experience in any of these areas.
  - a. Survey or research design.
  - b. Qualitative and quantitative data collection.
  - c. Quantitative database design and management.
  - d. Statistical methods.
  - e. Analysis of public use of datasets.
  - f. Graphics and presentation of empirical data.
  - g. Managing projects or contracts for research services.
  - h. Any additional skills that you think are relevant to OCR work.
  
2. Please list all computer applications relevant to data analysis, graphic presentation of data and word processing that you have used.
  
  
  
  
  
  
  
  
  
  
3. If you have worked on research as part of a team, please provide a brief discussion of the major challenges and accomplishments of that work. Be clear about your role and level of responsibility on the team.